



ETCM 3371 – 1 Civil Drafting

SPRING 2018

Department	Engineering Technology
Course Number & Title	ETCM 3371 – 1 Civil Drafting
Credit	3 Hours
Class Meeting Location	Pirkle 240
Time	Wednesday, 5pm – 8:50pm
Instructor	Dr. Min Jae Suh
Office	Pirkle 420 C
Phone	936-294-1228
Email	mjs068@shsu.edu
Office hours	Tue, 8am-1pm & Wed, 10am-3pm or by appointments via email

It is my intention to provide a pleasant learning environment for this course. I firmly believe that students and instructors should enjoy both learning and teaching.

PREREQUISITE

Students enrolled in this course should have taken a course in AutoCAD. It is the responsibility of you as a student in this course to review what you have taken in AutoCAD.
ETEC1361 Engineering Graphics

COURSE DESCRIPTION

This course will consist of drafting theory, applications, techniques and requirements necessary for civil engineers. Topics include survey drafting, map drafting, topos, site plans, sub-division plats, profile drawings, and other related topics.

COURSE GOALS

On successful completion of ETCM 3371, the students will be able to:

- Describe a variety of civil engineering components and systems
- Understand a working knowledge of civil drawings and documents
- Show the beginning level of competence in computer aided civil drafting
- Understand a limited scope of Geographic Information System (GIS)

This course will cover the theory, techniques and requirements for civil drafting which will add to the skill sets of construction management. The course components include as follows.

- Introduction to Civil Drafting Technology
- Computer Aided Design
- Map Scales
- Map Symbols
- Measuring Distances and Elevations
- Surveying Fundamentals
- Location and Direction
- Legal descriptions and Plot Plans
- Contour Lines

- Horizontal Alignment Layout
- Profiles
- Geographic Information System (GIS)

REQUIRED COURSE MATERIAL

Madsen, David A; Shumaker, Terence; and Madsen, David P, *Civil Drafting Technology*, 7th ed., 2010, Prentice Hall, ISBN: 978-1-13-500068-7

You are required to have the book and to bring it to class each time.
Printers in the drafting/design labs are only allowed to be used for printing class related work.

CLASS FORMAT

Lectures and lab sessions

COURSE GRADING

Score		
90 and up: A	Excellent, keep up the good work!	
80-89: B	You're doing well.	
70-79: C	Average work.	
60-69: D	You need to improve.	
Below 60	You are failing!	
Content	Points	Final Score (FS)
Participation = P	10	
In-Class Exercise (Tests in Each Chapter) = IE	20	100(FS) = 10(P) + 20(IE) + 30(A) + 40(FE)
Assignment (Problems in Each Chapter) = A	30	
Final Exam = FE	40	

Note:

- Please see the provided course schedule for important submission dates.
- Class exercises, Assignment, and Final report are due at the beginning of the class period on the due date.
- Attendance is part of your final grade. **(When you have an unacceptable absence, 1 point will be deducted from your attendance point.)**
- Without an approved excuse or prior arrangements, late submissions are not accepted and makeup opportunities are not given.
- Professionalism and 4 point rule: When you lose 4 points of your participation points, you will fail this course.
- Extensions are generally not granted except very special cases.
- Your work is your responsibility.
- **Students are required to do original work on all graded work** and to exhibit high ethical standards. They are expected to obtain all necessary equipment, texts, etc. for classes and labs. Work or other conflicts that affect the student's progress must be approved by the instructor in advance of the scheduled conflict.

The instructor reserves the right, acting within the policies and procedures of Sam Houston State University, to make changes in the course content or instructional techniques without notice or obligation.



IN-CLASS EXERCISE (LAB-SESSION)

In-Class Exercise is based on solving the selected questions from each Chapter Test in the text book, and the answer sheets should be submitted by the end of class period with a hard copy or an electronic copy. All students are expected to submit all assignments on time. To be fair to all students in class, late submission is not accepted.

ASSIGNMENT (HOMEWORK)

Assignment is based on the questions of Problem for each chapter in the text book. Students are expected to submit all assignments on time. To be fair to all students in class, late submission is not accepted.

FINAL EXAM

Based on the lectures, In-Class exercises, assignments, and textbook, the final exam will be taken at 8am on May 2, 2016. The date is based on the University Final Exam Schedule (<http://www.shsu.edu/dept/registrar/calendars/final-exam-schedules.html>). Details will be provided in class about the final exam.

PARTICIPATION

You are expected to actively participate in class. 10% of your grade will be assigned to this component of the course. Those who participate fully in class get 10 points and those who do not participate lose these points (1 absence without a reasonable excuse = -2 points).

ACADEMIC HONESTY

The University expects all students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

ATTENDANCE

The Department of Agricultural and Industrial Sciences at Sam Houston State University has an attendance policy which I will follow. The policy is reproduced here for your convenience.

DEPARTMENT OF AGRICULTURAL SCIENCES AND ENGINEERING TECHNOLOGY **ATTENDANCE POLICY**

1. Regular and punctual attendance is expected of each student in the Department of Agricultural Sciences at Sam Houston State University.
2. Each faculty member will keep a written record of student attendance.
3. If a student misses four or more classes (**2 or more classes in our specific course because our classes are 2 hour classes**), the student's grade will be reduced by one letter grade. Additional penalties may be assessed at the discretion of the instructor.
4. Three unexcused or unjustified tardiness or early departures are considered as one absence.
5. Excused absences must be documented by the student with a letter of confirmation from the sponsoring student organization, professor or doctor. Exemptions will include participation in departmental activities when prior approval is attained from the Department Chair.



6. No exams or assignments will be given at alternative times unless arrangements are made with the professor/instructor before the scheduled activity occurs.

MISSED WORK DUE TO EXCUSED OR UNEXCUSED ABSENCES

If you miss a class (excused or without an excuse), it is your full responsibility to find out what was assigned in the class and perform it. The work has to be submitted on time.

STUDENTS WITH DISABILITIES POLICY

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail disability@shsu.edu). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities. For a complete listing of the university policy, see:

<http://www.shsu.edu/dept/academic-affairs/documents/aps/students/811006.pdf>

RELIGIOUS DAYS POLICY

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

CELLULAR PHONE AND OTHER ELECTRONIC DEVICES POLICY

SHSU's Academic Policy Statement 100728 will be strictly followed in this course. The policy is available on Blackboard for your review. We will go over the policy in class.

USE OF TOBACCO AND TOBACCO PRODUCTS

Sam Houston State University is a tobacco free campus and all tobacco products are prohibited in all buildings and outdoor public areas on campus. This policy will be strictly followed in this course.